



The Town of Holly Springs

DEPARTMENT OF PLANNING & ZONING

April 26, 2019

RE: 19-SEU-02 Name

Dear Property Owner,

The Department of Planning & Zoning invites you to attend a Public Hearing to receive comment on the following:

#19-SEU-02 Request to allow for a Special Exception Use as specified in [Unified Development Ordinance Section 2.03 R-15 Residential District](#) to allow for (1) single family dwelling within the adopted Village District Area Plan boundary, as indicated in the Comprehensive Plan, in the R-15 District at the property located at 336 W Earp Street, Wake County PIN 0649824810.

Public Hearing—Tuesday, May 21, 2019



The purpose of the public hearing is to determine, by the presentation of factual evidence, whether the specified use will be allowed at the above referenced property. All interested person(s) in attendance will be heard. This request is subject to change due to the discussion, debate and possible objections at the public hearing.

All information related to this petition is available by request by contacting the project planner listed below. Additional information regarding this request can be found by visiting our webpage at: www.hollyspringsnc.us/publichearings.

Public Hearing

Holly Springs Town Council

Date: Tuesday, May 21, 2019

Time: 7:00 p.m. or soon thereafter

Location: Town Hall Council Chambers

128 S. Main Street

Holly Springs, NC 27540

For more information, Contact:

Project Planner

Sean Ryan, Planner II

(919) 557-2903

sean.ryan@hollyspringsnc.us

Quick Guide to Public Hearings

What is a Public Hearing?

Public hearings are often required by federal, state or local law. These hearings allow the Town Council to receive and consider factual evidence from the public before deciding important issues. This process is an opportunity for members of the public to share information before decisions are made.

Quasi-Judicial Public Hearing (Special Exception Use & Development Options Development Plan)

During a quasi-judicial hearing, the Town Council must hold an evidentiary hearing and make its decision based on the written and oral evidence presented. A quasi-judicial decision must be made on facts and evidence and cannot be based on opinions or hearsay. Anyone who speaks during the public hearing must be sworn in under oath.

How to prepare for a Public Hearing

If you do not have comments or concerns:

- If you do not have any comments or concerns on the proposal, plan on attending the public hearing to learn more information about the proposal. If you decide you have comments or concerns based upon the testimony presented, you may sign up to speak and be sworn in during the public hearing.

If you have comments or concerns:

- If you have comments or concerns on the proposal, plan on attending the public hearing to share any factual evidence you may have such as photos, studies, appraisals, property surveys, or other documentation. Anything you present to the Town Council will be collected by the Clerk for permanent records. Please be advised that petitions are not acceptable evidence and cannot be considered.

If you are in support of the proposal:

- If you are in support of the proposal, plan on attending the public hearing to share any factual evidence you may have such as photos, studies, appraisals, property surveys, or other documentation.

What to expect at the Public Hearing

When you arrive in the Holly Springs Council Chambers on the second floor of Town Hall (128 S. Main Street), look for the public hearing sign-up sheet located on the table inside the doorway. Place your name on the appropriate sign-up sheet if you would like to speak during the public hearing. You will also need to be sworn in by the Clerk to the Board. Approach the Clerk seated on the right side of the dais at the front of the room and request to be sworn in under oath. Please find a seat in the council chambers and wait for the public hearing to begin.

For all public hearings, the Mayor or Chair will call on a staff member to present details about the case. The Mayor or Chair will then open the public hearing for individuals who want to speak. If you signed up to speak, your name will be called to come to the podium. Follow these tips when speaking:

- Before making your comments, please state your full name and address.
- Be concise with your remarks; it may help to write your comments before the meeting to ensure you capture your important points.
- Limit comments to three minutes or less. The Mayor or Chair will politely interrupt you to remind you that your time has expired and will call the next speaker to the podium.
- Avoid repetition; if other speakers before you have already made a certain point, then please don't repeat those comments.
- Designate a spokesperson for groups; this is the most effective way to relay the points of groups to avoid repetition. The spokesperson may recognize the group by asking them to stand.